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Georgia Southern University
Personnel Advisory Council
April 15, 2009

Members Present: Jo-Lyn Bender, Amber Blair, Jane Harkleroad, Patricia Hendrix, Allison Hood, Bryan Hooks, Laura McCullough, Paul Michaud, America Minc, Melanee Morales, Laura Saunders, Linda Smith, Krey Tinker, Janet Walker, Alan Woodrum, Tanice Woodcock (for Michael Waters)

Absent: Kimberly Robinson, Nicki Newton, Kent Tatum, Michael Waters, Sandy Seibel

Call to order at 9:00am in the Marvin Pittman Conference Room.

March Minutes Approved

Guest: Dean Georj Lewis

Dean Lewis updated the Council on the process of the Presidential search committee. He explained the search firm's role in this process. He explained that nominations are open and encouraged the council to solicit input from other staff members. Dean Lewis is the only staff representative on the search committee, but he expressed his interest in receiving input from staff. He asked for suggestions regarding an open forum for staff. Alan Woodrum suggested the forum should occur sooner than later. The council suggested just one session to be offered at this time. The date selected was 4/23/09 in the afternoon. Dean Lewis offered to arrange the room. Paul Michaud offered to publicize the event through GSNEWS, and Amber Blair offered to publicize it through GSINFO. The forum will allow for questions and answers from staff to present members of the search committee. Bryan Hooks stressed the importance of the Council in promoting the event and the search process in their divisions. Georj asked for initial candidate input from the Council. P. Michaud expressed a need for a President with a compensation philosophy for staff. Dean Lewis said he would be happy to receive letters or calls regarding input, and these suggestions can be anonymous.

Nominations for Council Co-Chair

B. Hooks opened the floor for co-chair nominations. Jane Harkelroad nominated Alan Woodrum. No other nominations were made. Alan Woodrum accepted the nomination. All were in favor, with none opposed. A. Woodrum was elected 2009 Council Co-chair.

Opening Remarks

B. Hooks thanked everyone for their assistance with the Merit Awards ceremony, especially Cindy Durden, who coordinated a successful event! Laura McCullough agreed and stated that C. Durden's Ceremony Guidelines will be most helpful for future award ceremonies.

Nominations for Treasurer

B. Hooks explained that the Treasurer will take care of all invoicing and small budget management. This is a new position. Tanice Woodcock (non-member in attendance on Michael Water's behalf) nominated Michael Waters for Treasurer. Michael Waters has expressed an interest in this position. All council members agreed on this nomination, and T. Woodcock accepted the nomination on behalf of Michael Waters, the PAC's first Treasurer.

P. Michaud suggested discussing appropriate release time for the PAC Chair with the chair's supervisor, as the responsibilities involved are very time-consuming.

Merit Awards Ceremony- PAC Discussion:

- Book of responsibilities is in progress.
- Pictures were a great hit—thanks to Laura Saunders!
- Next year, we need to clarify eligibility, years of service cut offs, etc. WE NEED TO CHACK AND RE-CHECK, especially if employee has changed jobs on campus.
- J. Harleroad suggested revamping nomination questions to be multiple choice with a free-form comment field at the end.
- L. McCullough stated all seemed to go well from her perspective—on-site gift pick up was a good idea. Biggest problem was the fact there were 3 different name lists for verification of merit nominees and years of service recipients.
- America Minc stated the need to be creative in reaching staff who do not have access to email. L. Saunders suggested sending postcards for nominees who do not have access to email.
- B. Hooks was disappointed with attendance, but L. Saunders suggested it was due to Bulloch County spring break.
- J. Harkleroad stated that food services prepared for 600 and served 559. She suggested numbering programs for a specific buffet line 1, 2 or 3. There was discussion about the recessional—dismissing merit winners first to start the luncheon at the furthest line. Suggestion that the Alma Mater or other song be played while the award winners were dismissed to prevent congestion upon exit.
- B. Hooks stated the group picture needs to be coordinated better—either while they are all on stage or after the ceremony.
- Need to devise a plan to get the list to the podium ½ hour before the program
- Determined it is ok for attendees to clap for each staff member, rather than a collective applause at the end (this will alleviate the uncomfortable silence as staff walk across the stage).
- Music was a great touch!

- Discussion of the large number of nominees this year.
- P. Michaud suggested the PAC utilize other state council resources to find out what their merit ceremonies policies and procedures are.
- A. Minc suggested separating categories for various employees to even the playing field for staff who do not have the opportunity to serve on committees (i.e. grounds crew, etc.) and who would, therefore, never have a fair chance to win.
- Linda Smith will assist L. Saunders in distributing last year's pictures.
- M. Waters and C. Durden will manage the CD and printing pictures from this year's ceremony.
- L. Saunders stated we need to consider modifying the folders so that file labels do not show in the group picture.
- It was discussed that Pete needs to be at the walk through and at the preliminary PAC meeting.

Dr. Grube

Met with the council and discussed budget issues. B. Hooks proposed changing the Council's name from Personnel Advisory Council to Staff Council. Dr. Grube encouraged the change, and stated that he will need a memorandum from the PAC to move forward. Motion to change the name was made by L. McCullough. The second was provided by Sandy Seibel. B. Hooks will pursue this change.

Human Resources-Paul Michaud

P. Michaud discussed ADP modules and e-time for employee leave. Training will be available soon.

There will be a push to centralize comp time coming in September. Any comp time earned and on the books for more than 20 weeks will go into pay status. Comp time needs to be pre-approved and utilized for non-exempt employees. More to come on this initiative. The push for direct deposit continues. There is also a push to convert long-term casual labor employees into permanent, budgeted positions. More to come on this initiative.

P. Michaud gave a brief explanation of HOD (hire on demand), which creates pools of qualified employees and student workers to expedite the hiring process.

P. Michaud suggested utilizing the Georgia Works program. These temporary employees can work for 8 weeks, up to 24 hours per week, and there is no cost to the department. Contact Melanee Morales for more information.

Due to the stimulus bill, employee pay checks went up in amount due to decreases in FICA, etc.

COBRA regulations have changed indefinitely so that individuals will only have to pay 35% of their cost (rather than 100% previously).

Completed performance evaluations should be submitted to HR by the direct supervisor after obtaining required signatures.

Closing Business

A. Minc has prepared a smoke-free campus campaign that she will present at May's meeting.

Meeting adjourned 10:50am.

Professionally submitted,

Amber Blair

Secretary